

815 KAR 6:080. Continuing education provider.

RELATES TO: KRS 198B.712, 198B.722, 198B.724

STATUTORY AUTHORITY: KRS 198B.706(15), 198B.712(3)(c), 198B.724

NECESSITY, FUNCTION AND CONFORMITY: KRS 198B.706(15) requires the Kentucky Board of Home Inspectors to promulgate administrative regulations necessary to enforce the provisions of KRS 198B.700 to 198B.738 and to establish requirements for continuing education. KRS 198B.724 requires the board to establish continuing education requirements. This administrative regulation establishes the procedures for being approved as a continuing education provider.

Section 1. Preapproval of Continuing Education Hours. (1) An entity seeking to obtain approval of a continuing education course prior to its offering shall submit an Application for Continuing Education Course Provider, form KBHI-4, to the board at least thirty (30) days prior to the next regularly scheduled board meeting and provide:

- (a) A completed Application for Continuing Education Course, form KBHI-5;
- (b) A published course description;
- (c) A copy of the course agenda indicating hours of education and breaks;
- (d) The number of continuing education hours requested;
- (e) The name and address of competent instructors, as documented by academic training, professional licensure or certification, or professionally recognized experience;
- (f) An official certificate of completion; and
- (g) A \$500 fee, which shall be a two (2) year course provider approval fee.

(2) The board shall approve continuing education courses that appropriately relate to the technical skills required of licensees, containing sufficient educational content to improve the quality of licensee performance and that comply with this administrative regulation.

(3) If a course is approved, the board shall assign the course a number. The course provider shall use the course number in the course syllabus, in all other course materials used in connection with the course, and in all written advertising materials used in connection with the course.

(4) The board may approve a course for hours different than the provider's request.

Section 2. Duration of Approval. (1) Continuing education course approval shall be valid for two (2) years from date of issue if no substantial change is made in the course and the board has not imposed discipline upon the provider or its instructors.

(2) Substantial changes, such as a change in the agenda, published course description, or instructor, made in any course shall require a new approval of that course. A provider shall apply for course approval forty-five (45) days prior to the date of expiration of the original course approval.

Section 3. Denial of Application. Unless a denial is being considered pursuant to 815 KAR 6:090, a course that has been denied may be resubmitted to the board after adopting the suggested modifications provided by the board.

Section 4. Subsequent Approval of Continuing Education Course. A licensee may request approval for continuing education activities not approved by the board. The request shall be as set forth in Section 1 of this administrative regulation. The licensee shall submit documentation of attendance and participation in the form of official documents, including transcripts, certificates, affidavits signed by instructors, and receipts for fees paid to the provider, for the board

to review.

Section 5. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Application for Continuing Education Course Provider", Form KBHI-4, 2/2016; and

(b) "Application for Continuing Education Course", Form KBHI-5, 2/2016.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (41 Ky.R. 685; 1793; eff. 3-6-2015; 42 Ky.R. 2270, 2895; eff. 7-1-2016.)